

## CONFIRMATION OF APPOINTMENT LETTER

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## Introduction

Confirmation is usually a polite way of saying you understand something or you go along with that person's idea. In the business world a confirmation letter of appointment is mainly used to respond to a letter of invite to an interview, meeting or discussion. It lets the one who has invited you that you are aware and you have comprehended the letter of invitation send. In an interview it is important, it is not a must but you can write it to confirm that you will be attending that interview. This also acts as proof you will attend the event you are confirming to. Many usually do not see the use of an appointment letter but it is a good way of communicating in the case that you have an appointment.

## Confirmation of Appointment Letter Tips

### Guideline to writing a confirmation letter

Getting to write a confirmation is really not that hard to do. It requires you to address the ones who have invited you to an event be it a casual event or a business like event.

Depending on the type of letter you are writing you will need to keep in mind a few things here and there.

- Tone – Since this letter can be formal or informal, it means there are two tones that can be used. For a formal letter the tone needs to be a serious and direct one. With informal it can be more of friendly and less serious.
- Being brief – Being brief is the key in letters, shooting straight at the point and ensuring you do not write a lot of unnecessary information making the letter just plain and boring.
- Adequate information – since you will be confirming to a letter of appointment, you need to reference the appointment you have, give your important details and also ensure to give out a clear message.

Finally when you are writing this letter ensure that is correct, by making sure that you use the correct punctuation marks and grammar before you send it. With all this considered now, you can confirm that appointment you will be attending.

## Sample Confirmation of Appointment Letter

5th August 2014

Anthony lee,

Human resource

Spinners and Spinners

Physical address: Nairobi, Kenya

P.O. Box 62000-00200, Nairobi

Dear Mrs. Win y Angaya

I am looking forward to attend the interview appointment that you have arranged with me, I will be at your office by 8:00 am at you main institution, Spinners and Spinners to attend the interviews on your job offer. Thank you for this opportunity and am much more than ready to work for you.

If there is any problem concerning the date set above, please do not hesitate to contact me on my telephone number: +254 713071251. Thank you for this great chance.

Yours Sincerely,

Brenda

CEO

Spinners and Spinners

## Confirmation of Appointment Letter Template

(Date)

(Your name)

(Company name)

(Title/Position)

(Address)

Dear Mr. /Mrs. \_\_\_\_\_ (to whom you are addressing)

I am looking forward to attend the \_\_\_\_\_ (specify which appointment) appointment that you have arranged with me, I will be at your office \_\_\_\_\_ (time) at you main institution \_\_\_\_\_ (venue of appointment) to attend the \_\_\_\_\_ on your \_\_\_\_\_. Thank you for this opportunity and am much more than ready to work for you.

If there is any problem concerning the date set above, please do not hesitate to contact me on my telephone number: \_\_\_\_\_. Thank you for this great chance.

Yours Sincerely,

\_\_\_\_\_

(Position)

(Name of company)

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